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MEMORANDUM FOR: Deputy Director (Support)

SUBJECT : Revised T/O (Headquarters) Planning and Program Coordination Staff

1. In view of functional and organizational changes being effected within PPC Staff, the Acting Chief, PPC proposes a revised T/O reflecting functions, personnel responsibilities, and revised staffing pattern as shown in Tab A. This proposal reflects

(a) Merger of Cold War Plans Division with Reports and Analysis Division.

(b) Addition of 11 positions - 9 non-reimbursable military and 2 civilian to eliminate double slotting.

(c) Deletion of 4 civilian positions.

(d) Adjustment of secretarial and clerical positions to accurately reflect the staffing pattern and position responsibilities.

25X9A2 Proposed T/O ceiling of [redacted] headquarters and field, conforms to that budgeted in office estimate FY 1957.

2. The Comptroller indicates that since the proposed T/O conforms to the ceiling and can be financed within the FY 1957 budget, there is no objection to the approval of the T/O as submitted. (Tab B)

3. The Office of Personnel approves the position titles and grades with one exception contained in Tab C.

4. In addition to reviewing the comments of the Comptroller and Personnel Office, the Management Staff has considered the proposed functional and organizational changes, and approves the proposal as modified by Tab C.

[redacted]

25X1A9a

Chief, Management Staff

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No Change in Class. ☐
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Attachments:
TAB A - Proposal
TAB B - Budget Comments
TAB C - Personnel Comments

APPROVED:

Date SEP 7 1956

(signed) H. Gates Lloyd
[redacted]
Acting Deputy Director (Support)

DISTRIBUTION:
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